

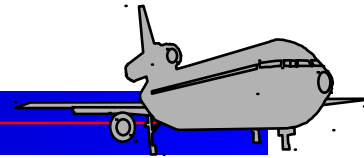
Defense Travel System IMPLEMENTATION PACKAGE

**Elmo Gladden
Travel Reengineering
Division**

DCN 224-2256



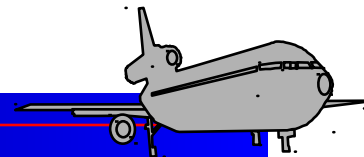
OVERVIEW



**THE IMPLEMENTATION PACKAGE IS
DESIGNED TO SUPPLEMENT AND ASSIST
THE PROJECT MANAGEMENT OFFICE
DEPLOYMENT TEAM STRATEGY IN
FIELDING THE DEFENSE TRAVEL SYSTEM
THROUGHOUT THE AIR FORCE**



PURPOSE

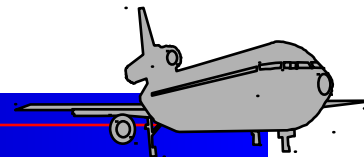


IMPLEMENTATION PACKAGE:

**Provide detailed information to the
Installation/Wing (USERS) on the
Defense Travel System**



IMPLEMENTATION PLAN



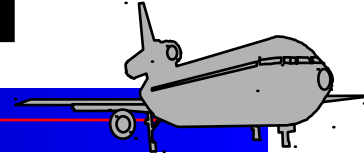
☐ **PRE-IMPLEMENTATION**

☐ **IMPLEMENTATION**

☐ **POST-IMPLEMENTATION**



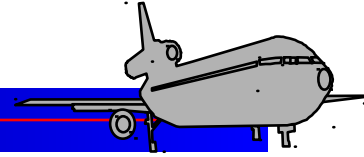
OVERVIEW OF DTA FUNCTION



- ❑ **Two-Tiered Approach**
 - Installation (FM) and Organizational DTAs
- ❑ **Input and Maintain Users Profile**
 - Personal and Financial Data, Travel Preferences
 - Link Travelers to Authorizing Officials
 - Joint responsibility (FM and Orgs)
- ❑ **Establish and Review Org's Checkbook**
 - Overlay RC/CC System
 - Joint responsibility (FM and Resource Advisors)
- ❑ **Local Help Desk**
 - Single POC for all DTS related issues
- ❑ **Training**
 - Recurring and Follow-on Training as required
 - AF-unique policies and procedures for TDY travel



AF USERS GUIDE

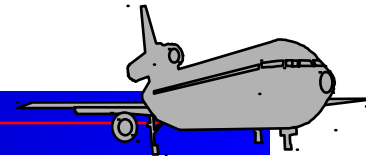


PURPOSE:

- ❑ **Provide a “how-to” approach for Air Force personnel using and operating the Defense Travel System.**
 - **A template that outlines roles, responsibilities, instructions, rules, regulations, and checklists for Users of the System.**
 - **The Guide is a living document!**



AF USERS GUIDE



Cont:

❑ **MAIN SEGMENTS**

■ **DTA OPERATION**

- ❑ **Roles and Responsibilities**
 - ❑ **Authorizing Officials**
 - ❑ **Travelers**
 - ❑ **Commercial Travel Office**
 - ❑ **Local Registration Authority**

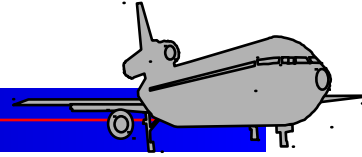
■ **TRAINING INFORMATION**

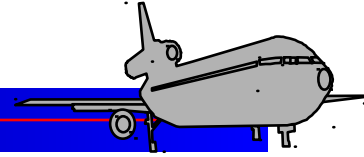
- ❑ **Supplemental / AF-unique**

■ **GENERAL INFO RELATED TO DTS**



SUMMARY





QUESTION

**“READY OR NOT DTS IS
COMING”**